

SHEBOYGAN COUNTY WARMING CENTER

COVID POLICY AND PROCEDURES

I. VOLUNTEER/EMPLOYEE EXPECTATIONS

- Must wear a mask at all times unless drinking/eating. PPE masks will be provided for those who must come with 6' of guests when guest safety requires close contact.
- Drinking/eating must take place in isolation from others.
- Must pass the questionnaire each time working:
 - Have you been exposed to anyone who tested positive for COVID-19 within the last 14 days?
 - Is your current temperature at or below 100.4 degrees?
 - Do you currently have a dry cough, diarrhea, headache, shortness of breath, lack of smell or taste?
- Must stay home if having any of the above symptoms.
- Must report to the week's coordinator if symptoms present after serving.
- Volunteers are strongly encouraged to get the flu shot.
- Clean hands frequently using soap and water or sanitizer that is provided.
- Wear gloves when handling food or disinfecting tables and common touch areas.
- Must undergo training on basic infection control procedures and follow CDC cleaning procedures (provided during orientation).
- Avoid handling guests' personal belonging and bedding. When necessary, PPE, including gloves, must be use.
- Report to week's coordinator any guest showing COVID symptoms.

II. GUEST EXPECTATIONS Upon arrival:

- Must wear a mask at all times unless drinking/eating and use provided PPE when circumstance required it by CDC recommendations.
- Maintain a minimum of 6' separation at all times from other guests and volunteers
- Drinking/eating must take place at least 6' apart from others at meal table only.
- Must pass the questionnaire upon entering and submit to a temperature check
 - Have you been exposed to anyone who tested positive for COVID-19 within the last 14 days?
 - Is your current temperature at or below 100.4 degrees?
 - Do you currently have a cough, diarrhea, shortness of breath, lack of smell or taste?
- Clean hands frequently using soap and water or sanitizer that is provided.
- One person in bathroom at a time. Please limit time to 10 minutes so all can use facilities.

III. FACILITY LAYOUT

- Signs posted at entrances and in strategic places providing instruction on hand washing and

cough etiquette, use of cloth face coverings, and social distancing.

- Soap and water, hand sanitizer, disposable towels, and tissues will be provided
- A physical barrier for check-in staff and food distribution and kitchen
- Check-in area designed to create at least 6 feet separation between volunteer and guests.
- In dining area create at least 6 feet of space between seats.
- Food is to be delivered to clients once seated. We using disposable plates, etc.
- Limited eating time 7:45 to 8:15
- Cots must be at least 6' apart. Make sure client's faces are at least 6 feet apart.
- Barriers at least 3' high between cots
- In the case of overflow, align mats/beds so clients sleep head-to-toe.
- Areas will be cleaned and disinfected routinely before and after use.
- Janitorial services will sanitize the room and bathrooms daily.